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Central Intelligence Agency

ER 89-2720



June 23, 1989

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DCI/COMPTROLLER

Dear

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As your tenure as Chairman of the Secretarial/Clerical MAG comes to a close, I wish to personally thank you for your dedication and commitment to the secretarial profession. Your energetic and enthusiastic leadership of the MAG during 1989 was recognized by our senior managers, and all your hard work in pulling together another impressive Secretary of the Year ceremony was greatly appreciated.

Your time on the MAG was an opportunity for the Agency to benefit from your contributions, but I hope as well that it enabled you to learn more about our organization. MAG comments on secretarial and clerical issues are helpful to senior Agency officials and clearly play a role in our recognition that the secretarial profession should be enhanced with new opportunities. The group's role in the evolving IS system prove that Secretarial/Clerical MAGs can make a difference in providing fresh ideas to Agency management.

Though you embark on a new career, I hope you will continue to have opportunity to support MAG endeavors. Again, thank you for your efforts in making the Agency a better place for all employees.

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Sincerely,

James H. Maylor
Executive Director

cc: COMPTROLLER O/Personnel

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ADMINISTRATIVE - INTERNAL USE ONLY



15 June 1989

MEMORANDUM FOR:

Director of Central Intelligence

Deputy Director of Central Intelligence

Executive Director

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FROM:

Chairman, DCI Secretarial/Clerical Management

Advisory Group (DCI S/C MAG)

SUBJECT:

Annual Report

- 1. This report spans my tenure as Chairman of the DCI S/C MAG (July 1988 through May 1989). As usual, it has been a very busy and productive year for the S/C MAG, despite the normal rotation of members into and out of the group.
- 2. In the fall of 1988 the MAG decided that, over the coming year, emphasis should be placed on publicizing the MAG's existence and its various activities. To that end, we:
 - -- Created a bulletin board-like "conference" in the Agency's mainframe computer system to distribute the MAG's minutes and to create a forum for secretarial/clerical interaction. We also sent an Intelligence Secretary (IS) Notice to all secretaries/clericals advising them of the existence of the "conference".
 - -- Prepared an IS Notice on the composition and functions of the MAG. The notice is currently being coordinated within the Office of Personnel.
 - -- Held panel discussions to inform secretaries/clericals of the role and functions of the MAG, and how the MAG can assist them. The first meeting was held in May 1989.

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- 3. Over the past year, the S/C MAG also:
- -- Responded to the IG team on the Intelligence Secretarial System inspection.
- -- Managed the Secretary of the Year Awards (SYA) program. The MAG received approval to increase the Directorates' and DCI Area Secretary of the Year awards from \$1,000 to \$2,000. The SYA nomination form was revised to make submissions easier.
- -- Provided a list of ideas for recruiting and retaining secretaries/clericals to the Deputy Director for Recruiting/Office of Personnel.
- -- Responded to OTE's request for typical reference aids used by Agency secretaries/clericals. The list of reference aids will be given to new EOD secretaries and clericals.
- -- Reviewed all Agency suggestions that involved secretarial/clerical matters. These included such suggestions as a telephone recording center for overtime needs and a hotline for secretarial/clerical procedures questions.

4. The undersigned worked with	
in the continuing effort to	revise the Agency
Correspondence Handbook	Meetings were held with
the Deputy Directors's	ecretaries, the Executive
Director's secretary, and with secr	etaries from the Office of
the DCI to coordinate needed change	s. The Handbook is
currently in its second draft for f	inal corrections before
transmittal to the Regulatory Polic	v Division.

- 5. The S/C MAG is comprised of innovative individuals who are enthusiastic about the IS system and the Agency. Plans for the coming year include:
 - -- Continuation of panel meetings to inform a larger audience of our mission and functions.
 - -- Investigation into the composition of secretarial promotion panels to ensure appropriate secretarial/clerical representation across the Agency.

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- -- Creation of an association for secretaries/clericals (business/social) to encourage interaction in an effort to retain secretaries and clericals. It is felt that a major cause of the resignation of new secretaries and clericals is the high cost of living in the Washington, D.C. area and the difficulty in locating suitable roommates.
- -- Participation in the Office of Personnel panels created to address changes in the shorthand requirement for secretaries, the creation of an IS level 5, the IS performance awards system, and the possibility of an "assistant" career track.
- 6. This was a hectic year for me, but my time as chairman of the DCI S/C MAG was both challenging and rewarding. The new chairman, secretary to the Director, European Analysis, DI, has been on the S/C MAG for several months and brings maturity and initiative to the position.

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